

IC 2003-1 to AFI 38-201, DETERMINING MANPOWER REQUIREMENTS

9 DECEMBER 2003

★SUMMARY OF REVISIONS

This change incorporates interim change (IC) 2003-1. It updates the Man-Hour Availability Factor (MAF) in Table 2.2, “Application Instructions for Air Force Manpower Standards Resulting in Man-Hours,” and Table A2.1, “Standard Air Force Workweeks and Man-Hour Availability Factors.” This change also updates the HQ USAF/DPMR office symbol and AFMIA nomenclature for paragraphs 2.2. and 2.4. A star (★) indicates revision from the previous edition.

★Table 2.2. Replace with the attached updated table.

★Table A2.1. Replace with the attached updated table.

★Paragraph 2.2.2. Replace with the following: “Compute Air Force Reserve civilian requirements (both technician and non-technician) and use the civilian CONUS MAF.”

★Paragraph 2.2.3. Replace with the following: “Develop deployment packages for the Manpower Force Packaging System and wartime military manpower requirements for Air National Guard and Air Force Reserve Command, as directed in the War and Mobilization Plan (WMP). Use the wartime emergency MAF.”

★Paragraph 2.2.6.1. Replace with the following: “AFMIA develops and maintains the Peacetime MAFs (normal 40-hour and extended 48-hour workweeks) and Wartime MAFs (emergency 60-hour and surge 72-hour workweeks).”

★Paragraph 2.2.6.2. Replace with the following: “HQ USAF/DPM approves peacetime and wartime MAFs.”

★Paragraph 2.2.6.3. Replace with the following: “AFMIA reviews peacetime MAFs during even-numbered years and wartime MAFs every three years and updates as required, using the previous year’s data.”

★Paragraph 2.2.6.4. Replace with the following: “AFMIA develops and maintains special MAFs (nonstandard workweeks) for functions that cross command lines: e.g., fire protection personnel work a 72-hour workweek. MAJCOMs develop and maintain foreign national civilian and command unique MAFs. AFMIA reviews and comments on all special MAFs. HQ USAF/DPM approves all special MAFs. Attachment 2 (Table 2.2.) contains a list of each approved special MAF and the year it was developed or last updated.”

★Paragraph 2.2.6.5. Replace with the following: “AFMIA and MAJCOMs review and update special MAFs as needed, using the previous year’s data.”

★Paragraph 2.2.6.6. Replace with the following: “Commands may request consideration of a new workweek. Send requests to AFMIA for review and comment. The request must contain

detailed justification for the new workweek and describe the circumstances and nonavailability activity policies for using it. AFMIA will forward recommendations to HQ USAF/DPM for action.”

★Paragraph 2.2.6.7. Replace with the following: “HQ USAF/DP provides actual availability data based on continuing analysis of PERSTEMPO issues such as TDY for training. HQ USAF/DPXJ, Readiness and Joint Matters Division, is the Air Staff OPR for PERSTEMPO.”

★Paragraph 2.4.3. Replace with the following: “Fund increased manpower costs resulting from implementation of new AFMSs from existing command resources. Unless otherwise directed by HQ USAF, retain and reinvest manpower authorizations saved from the implementation of AFMSs, PEGI programs, or other product/service task improvements. AFMSs and variances must not contain any unfunded mandates. Steps may include acquiring additional resources via internal MAJCOM realignment or PPBS initiatives, organization reengineering, other methods enhancement initiatives or prioritizing products and services consistent with available resources. Forward all reprogramming of command manpower authorizations and requests for additional manpower resources to HQ USAF/DPM. HQ USAF/DPM will work the requests through the mission and mission support panels (resource allocation teams).”

★Paragraph 2.4.4. Replace with the following: “Reapply AFMSs as required by changes in mission or significant base population changes (greater than 100 authorizations). Commands may reapply the standards more frequently as established by the MAJCOM/XPM.”

★Table 2.2. Application Instructions for Air Force Manpower Standards Resulting in Man-Hours.

S T E P	ACTION	EXAMPLE
1	Compute basic AFMS man-hours. Include all variances. Sum the man-hours for the AFMS.	The sum of AFMS 42B1, Vehicle Maintenance, is 7331.49 man-hours. This example assumes an overseas location.
2	Subtract approved contract manpower equivalent (CME) man-hours from the step 1 sum to determine total in-service man-hours. At a minimum, CMEs should be validated annually and should be current before applying Air Force Manpower Standards.	The total in-service man-hours for Functional Account Code (FAC) 42B1 is 7331.49; this flight has no CMEs.
3	Determine the required military positions (includes military essential positions per AFI 38-204). If all positions must be military, then divide the total man-hours from step 2 by the military MAF times the overload factor. Round up to the next whole number. If all positions are not required to be military, then go to step 4.	<p>ALL MILITARY:</p> $\frac{7331.49}{(149.6 \times 1.077)} = 45.50 = 46 \text{ military}$ <p>Only 26 positions must be military in FAC 42B1; go to step 4.</p>
4	Compute military man-hours. Multiply the military positions determined in step 3 times the appropriate military MAF, then multiply the result by the appropriate overload factor.	26 military X 149.6 (MAF) X 1.077 (40-hour workweek overload factor) = 4189.10 monthly man-hours
5	Compute total civilian man-hours. Subtract man-hours obtained in step 4 from in-service man-hours computed in step 2.	$\begin{array}{r} 7331.49 \text{ Total man-hours} \\ - 4189.10 \text{ Military man-hours} \\ \hline 3142.39 \text{ Total civilian man-hours} \end{array}$
6	Determine the required Foreign National (FN) civilian positions. Convert to FN man-hours by multiplying by the appropriate MAF. Do not use any overload factor for FN civilians.	<p>There must be 8 FN civilian positions in FAC 42B1. The United Kingdom 39-hour workweek MAF is used for this example.</p> $8 \times 143.31 = 1146.48 \text{ FN monthly man-hours}$
7	Compute United States Direct Hire (USDH) civilian man-hours. Subtract man-hours obtained in step 6 from man-hours obtained in step 5.	$\begin{array}{r} 3142.39 \text{ Total civilian man-hours} \\ - 1146.48 \text{ FN man-hours} \\ \hline 1995.91 \text{ Total USDH civilian man-hours} \end{array}$

8	Determine USDH civilian positions. Go to step 9 if computed man-hours equal or exceed 926.00 (or more than 6 civilian positions) for CONUS locations or 968.65 for overseas locations. Divide by the product of the appropriate USDH civilian MAF and overload factor if computed man-hours are less than the above. Round up to the next whole number.	Computed man-hours exceed 968.65; go to step 9.
9	When USDH civilian man-hours equal or exceed 926.00 for CONUS locations or 968.65 for overseas locations, divide by the appropriate civilian MAF. If the fractional manpower requirement is less than .5, round down to the next whole number. If the fractional manpower is .5 or greater, round up to the next whole number.	$\frac{1995.91}{149.9} \text{ USDH civilian man-hours} = 13.3 = 13 \text{ civilians}$
10	Determine total positions. Sum positions obtained in steps 2, 3, 6, and 8 or 9 (as appropriate).	26 Military requirements 13 USDH civilian requirements 8 FN civilian requirements <u>0 CMEs</u> 47 Total requirements

★Table A2.1. Standard Air Force Workweeks and Man-Hour Availability Factors.

Standard Workweek ⁸	Normal 40-Hour CONUS/Overseas 5 Days/Wk 8 Hrs/Day			Extended 48 Overseas 6 Days/Wk 8 Hrs/Day	Wartime Emergency		Wartime Surge	
Computation of Assigned Hours	5 Days 8 Hours/Day 40 Hr/Week			6 Days 8 Hrs/Day 48 Hr Wk	6 Days 10 Hrs/Day 60 Hr Wk		6 Days 12 Hrs/Day 72 Hr Wk	
Calendar Days/Month: <u>365.25 days/year</u> 12 Months/year Less: Holidays/Month: <u>10 holidays</u> 12 months Weekend Days/Month ¹ (2 days/week)(4.3482 weeks/month) (1 day/wk)(4.3482 weeks/month) Assigned Days/Month Hours/Day	30.4375 -0.8333 -8.6964 20.9078 <u>X 8</u>			30.4375 -0.8333 -4.3482 25.2560 <u>X 8</u>	30.4375 -4.3482 26.0893 <u>X 10</u>		30.4375 -4.3482 26.0893 <u>X 12</u>	
Monthly Assigned Hours	167.26			202.05	260.89		313.07	
	MIL ²	CIV ³		MIL ⁴	MIL	CIV	MIL	CIV
		CONUS	OVERSEAS					
Nonavailable Categories								
Leave	9.12	14.67	10.49	10.83	5.80		0.00	
PCS-related	0.50			2.14	0.72		0.00	
Medical (Sick Leave)	1.64	6.97	4.45	1.00	2.40		2.31	
Organizational Duties	3.57			3.70	5.82		2.39	
Education & Training	2.82	1.47	1.58	2.12	0.19		0.00	
Social Actions					0.03		0.00	

Special Absences ⁵		0.83	0.89		0.00		0.00	
Total Nonavailable Hours	17.65	23.94	17.41	19.79	14.96		4.70	
Monthly Hours Available to Primary Duty (MAF) ^{6,7}	149.6	143.3	149.9	182.3	246.00		308.00	

NOTES:

1. Saturday, Sunday, or compensatory weekday for weekend workday.
2. Applies to all CONUS and overseas locations working a normal 40-hour workweek. This data is based on the Aug 02 Peacetime Military MAF Update Study.
3. Alaska and Hawaii are included in the CONUS civilian computation. The civilian MAF also includes United States Code Title 32 civilian assigned to Reserve units. This data is based on the Aug 2002 Peacetime Civilian MAF Update Study.
4. There are currently no locations in the world where US direct-hire civilians are working an extended workweek.
5. Special absences for civilians include registration or voting, blood donations, military funerals, court leave, etc.
6. Monthly Man-hour Availability Factor (MAF) to be used for manpower computations.
7. The MAFs for Wartime Emergency and Wartime Surge have been truncated to the nearest whole number. This data is based on Aug 1999 Military Wartime and Contingency MAF Study. There is no current Civilian Wartime/Contingency MAF.
8. Overload factors for various workweeks are provided at para 2.3.